

EPAUnited States Environmental Protection Agency
Washington, DC 20460**Work Assignment**

Work Assignment Number

2-51

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Other

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Amendment Number:

Contract Number

EP-C-08-010

Contract Period 12/16/2008 To 11/30/2011

Base

Option Period Number 2

Title of Work Assignment/SF Site Name

Support for EPA Risk Assess

Contractor

SCIENTIFIC CONSULTING GROUP, INC, THE

Specify Section and paragraph of Contract SOW

2.2

Purpose:

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Work Assignment

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Work Assignment Close-Out

☐

Work Assignment Amendment

☐

Incremental Funding

☐

Work Plan Approval

Period of Performance

From 06/07/2011 To 11/30/2011

Comments:

☐

Superfund

Accounting and Appropriations Data

☒

Non-Superfund

SFO
(Max 2)☐

Note: To report additional accounting and appropriations data use EPA Form 1900-69A.

Line	DCN (Max 6)	Budget/FY (Max 4)	Appropriation Code (Max 6)	Budget Org/Code (Max 7)	Program Element (Max 9)	Object Class (Max 4)	Amount (Dollars)	(Cents)	Site/Project (Max 8)	Cost Org/Code (Max 7)
1										
2										
3										
4										
5										

Authorized Work Assignment Ceiling

Contract Period:

12/16/2008 To 11/30/2011

Cost/Fee:

LOE:

This Action:

Total:

Work Plan / Cost Estimate Approvals

Contractor WP Dated:

Cost/Fee:

LOE:

Cumulative Approved:

Cost/Fee:

LOE:

Work Assignment Manager Name Julie Fitzpatrick

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FAX Number:

(Signature)

(Date)

Project Officer Name Verla Sutton-Busby

Branch/Mail Code:

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(Date)

Other Agency Official Name

Branch/Mail Code:

Phone Number:

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(Date)

Contracting Official Name Renita Tyus

Branch/Mail Code: CPoD

Phone Number: 513-487-2094

FAX Number: 513-487-2109

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(Date)

PERFORMANCE WORK STATEMENT

Contract Number EP-C-08-010

Scientific Consulting Group

Work Assignment Number: 2-51

Title: Support for EPA Risk Assessment Forum, Eco-Risk Oversight Committee

Project: *Enhancing the Use of Ecological Risk Assessment in Agency Decision Making*

Scope of Work Reference: Task: 2.2

Period of Performance: Date of Issuance through November 30, 2011

Work Assignment COR:

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1. BACKGROUND

The Eco-Risk Oversight Committee of the EPA Risk Assessment Forum has initiated a project to enhance the use of ecological risk assessment in Agency decision making to address the challenges of designing and communicating ecological risk assessment studies and results in a manner useful to risk managers and decision makers.

During the September 2009 *Ecological Risk Assessors Colloquium* and follow-up discussions, Agency ecological risk assessors identified the limited use of the results of ecological risk assessment by Agency decision makers as a significant challenge. Although the *Framework for Ecological Risk Assessment* was published in 1992, and the *Guidelines for Ecological Risk Assessment* was published in 1998, recent reports (SAB October 2007, NRC 2008) urge the Agency to make better use of ecological risk

assessment findings. The use of ecological risk assessment results is not consistent across programs and the results are not having the impact expected on decision making. It is important that ecological risk managers and decision makers are confident using ERA information in environmental policy & decisions and that EPA has and can demonstrate environmental policy & decisions that fully consider the range of human risk assessment and ecological risk assessment information available. To achieve these ends, EPA must ensure that ecological risk assessment information meets risk managers' and decision makers' needs and is communicated to risk managers and decision makers with proper context and in useable form.

2. PURPOSE

The primary purpose of this work assignment is to address concerns that the Agency is not taking full advantage of ERA information in its decision making. Elements of this include:

- Investigate risk assessors development of assessment information and manager's use of assessment information in Agency decision making;
- Development of recommendations for improving communication of risk assessment findings to improve their use by decision makers; and
- Development of tools responsive to needs identified in poll and agreed to by technical panel.

3. TASKS

Task Area 1: Prepare Work Plan and Cost Estimate

The Contractor shall prepare its work plan, budget estimate, and schedule of deliverables, within 15 calendar days after receipt of work assignment

The work assignment requires strong expertise in the design and execution dialog/question formation/interrogative discussion among contractor staff and discussants, and tools for communication between scientists and decision makers.

Task Area 2: Support Technical Panel Interrogative Discussion of EPA Risk Assessors and Decision Makers

- a) Design and Conduct dialogs collaboratively with technical panel
 - i) Identify participants and dialog mechanism: Complete in July 2011
 - ii) Design dialogs: Complete in July 2011
 - For risk assessors topics to be addressed may include: How is ERA information being used in Agency decisions, policy, guidance, etc. that you are familiar with? What are the apparent impediments to its use?
 - For risk managers and decision makers illustrative question may include: What ERA results are useful to you? What aspects of ERA have limited its value in your decisions?
 - iii) Conduct dialogs (e.g. phone polls and/or focus groups): Complete in September, 2011
- b) Summarize, Evaluate Data, and Report/Discuss Findings: Complete in October, 2011
 - i) Produce a summary and findings report
 - ii) Present summary and findings report to the technical panel

Task Area 3: Recommend Communication Tools: Complete in November, 2011

- a) Based on the findings of the engagement with risk assessors and decision makers, the contractor shall recommend (with rationale) the preparation of:
 - i) Guidance to risk assessors on how to engage decision makers in ERA design so the results of ERAs will be of value to them.

- ii) Guidance to risk assessors on how to present ERA information in a manner that makes it useful and important to decision makers.
- iii) Guidance to decision makers on ERA information and its utility in support of decision making.
- iv) Informational materials for managers on the nature of ecological risks.
- v) Webinar or seminar training or information sharing.
- vi) Other tools and products.

4. SCHEDULE OF DELIVERABLES AND REPORTING REQUIREMENTS

Within five business days of receipt of work assignment, the contractor shall convene a conference call (not to exceed 1 hour) with the EPAWA COR, and appropriate contractor staff to clarify outstanding questions and confirm the schedule and specific tasks for the work assignment.

The contractor shall hold weekly conference calls with the EPA WA COR to provide updates on project status, next steps, and resolve challenges. The contractor shall report the number of hours and funds expended on a monthly basis in each monthly report. The contractor shall initiate additional communications with the EPA WA COR should developments arise that will affect the conduct or schedule of this work assignment.

The contractor shall participate in monthly to twice monthly technical panel conference calls and meetings.

Due Date	Product
Task 1 – Work plan and cost estimate	Within 15 calendar days after receipt of work assignment
Task 2 – Support Technical Panel Interrogative Discussion of EPA Risk Assessors and Decision Makers	<p>Design and Conduct dialogs collaboratively with technical panel.</p> <ul style="list-style-type: none"> • Identify participants and dialog mechanism. July 2011 • Design dialogs. July, 2011 • Conduct dialogs (e.g. phone polls and/or focus groups): September 2011 <p>Summarize, Evaluate Data, and Report/Discuss Findings: October, 2011</p>
Task 3 – Recommend Communication Tools	Based on findings, the contractor shall recommend the preparation of various possible tools. November , 2011

5. ACCEPTANCE CRITERIA

Final products shall be produced by the Contractor upon the EPA WA COR's approval through written technical direction. The Contractor shall provide all materials written as part of these tasks to the EPA WA COR, as per work assignment, in electronic format. Electronic versions shall be compatible with current ORD computer systems (Word and Excel) and software.

6. MANAGEMENT CONTROLS:

Periodic meetings between the EPA and contractor work assignment managers are encouraged to discuss any questions that may arise during performance or completion of this work assignment. At the EPA WA COR's discretion, these meetings may occur via teleconference or video conferences. The contractor shall document these meetings and submit copies of this correspondence to the EPA WA COR.

The EPA WA COR may identify one or more EPA technical representatives for this work assignment. Interaction between the contractor and any EPA technical representative(s) designated by the EPA WA COR is solely for the purpose of presenting and discussing the information, analyses, results, or presentations related to this work assignment. The interaction will be technical communication vice technical direction. Per the technical direction clause EPAAR 1552.237-71 of the contract, the EPA PO COR and the EPA WA COR or alternate EPA WA COR are the only representatives of the CO authorized to provide technical direction.

Per the technical direction clause, the CO and PO will be provided with copies of all technical direction.

7. CONFIDENTIALITY

Some of the information to be edited under this task may be internal information that is not ready for public distribution. The Contractor shall not discuss the contents of the document with anyone not specified as a participant in the document review process or its preparation.

8. TRAVEL

Per the contract clause Local LC-31-08, Approval of Contractor Travel, any non-local travel directly chargeable to this work assignment shall be submitted and approved by the EPA Project Officer.

Limited travel by the contractor to meetings with the EPA WA COR and other technical directors is anticipated under this work assignment. A reasonable expectation for travel will be 3 half day trips to EPA headquarters, and an overnight trip to a risk assessment meeting in Chicago to conduct interviews or a focus group discussion. Proposed travel dates will be provided thru technical direction